



FAIRFAX COUNTY  
PUBLIC SCHOOLS

Department of Financial Services

Office of Procurement Services  
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Falls Church, Virginia 22042-1203  
Telephone: 571-423-3550

ADDENDUM NO. 1

JUL 16 2015

TO: ALL PROSPECTIVE OFFERORS  
REFERENCE: RFP2000001600  
FOR: World Languages Adopted Textbooks  
CLOSING DATE/TIME: July 31, 2015, 2:00pm EST

**RFP MODIFICATIONS:**

The referenced Request for Proposal is amended as follows:

1) Special Provisions Section 1.1 parts a-d will be revised to read as stated below:

- a. French: Levels 1-5, AP French Language
- b. German: Levels 1-5, AP German Language
- c. Latin: Levels 1-5, AP Latin-Vergil
- d. Spanish: Levels 1-5, AP Spanish Language, AP Spanish Literature

2) Special Provisions Section 1.2 will be revised to read as stated below:

A contract will be awarded to a single Contractor for Levels 1-3 for each of the languages above. **Level 1-3 textbooks, their online and offline versions, and their ancillary resources should be submitted as a single proposal submission.** Level 4, level 5, AP Language, AP Literature, and AP Latin-Vergil will be evaluated individually. Contracts for Level 4, Level 5 and the AP Course(s) may each be awarded to a Contractor different from the one to whom Levels 1-3 are awarded for that language. A single Contractor may be awarded multiple contracts spanning multiple languages.

3) The cover page of the issued solicitation states the Appendix B Pricing Schedule and Attachment C Textbook Publisher Certification and Agreement can be found in Excel and Word format online; however, there were issues in uploading these items to the website listed in the RFP. If an Offeror would like to obtain these items in the format listed above, they may submit a request to Tina Smith, Contract Administrator, at [tina.smith@fcps.edu](mailto:tina.smith@fcps.edu).

BAT  
7/16/15

**RFP CLARIFICATIONS:**

The following are responses to questions received via e-mail and at the pre-proposal conference held on July 10, 2015.

**Q1.** Pertaining to the attached RFP, can the district confirm the estimated enrollment number for each of the mentioned categories/levels?

French: Levels 1-4, AP French Language  
German: Levels 1-4, AP German Language  
Latin: Levels 1-4, AP Latin-Vergil  
Spanish: Levels 1-4, AP Spanish Language, AP Spanish Literature

**A1.** Below is the enrollment for the 2014-2015 school year.

Middle School and High School Enrollment Combined 2014-2015 School Year				
	French	German	Latin	Spanish
Level 1	3692	875	1640	8792
Level 2	1969	726	1124	7025
Level 3	1620	497	764	5596
Level 4	581	140	124	1702
Level 5	55	31	41	199
AP Language	320	120	198	745
AP Literature				32
Total	8436	2452	3978	24613

**Q2.** On page 56 of RFP 2000001600 Attachment C there are 9 lines to list products and packages. We will be submitting more than 9 products/packages. How should we go about listing more items? Do we simply add more pages?

**A2.** Yes, either attach additional documentation or make additional copies of that page to supplement.

**Q3.** On page 56 and in the pricing schedule in Appendix B, do we need to include all available versions of the product packages both for students and for teachers?

**A3.** Yes, please include all versions of the product packages for students and for teachers. Similar to A2 above, additional documentation may be attached as long as it includes the information requested on page 56 or in the pricing schedule, respectively.

**Q4.** Is it permissible to bid the same program in two courses? In our example, for Levels 5 and for AP, the programs we publish can and are used in one or both courses.

**A4.** Yes, this is acceptable. Please clearly label your submission so that FCPS knows it should be considered for both Level 5 and the AP course.

**Q5.** At the negotiations meetings, are the companies ranked first and second or are they on even footing?

**A5.** They are ranked by score up until the time the Selection Advisory Committee (SAC) recommends which offerors should move forward with into negotiations. At that time, the companies are once again on even footing. Please note FCPS will look at the best overall value to determine the final contract awards.

**Q6.** Will proposals be selected based on the rubric in the solicitation?

**A6.** Yes, the Proposal Evaluation Criteria listed in Special Provisions, Section 17.8 will be used to score the submitted proposals.

**Q7.** When would teachers need access to the contracted materials?

**A7.** Although terms will be negotiated later in the RFP process, FCPS would like to provide access to teachers in March 2016 or earlier to allow them to become familiar with the new books and resources and begin to plan for the following school year.

**Q8.** Is it possible to drop off samples early and then submit the proposal several days later, but still before the closing date?

**A8.** Yes, as long as materials are received before the closing date and clearly labeled, they may be submitted on different days.

**Q9.** Where is the list of items that are requested to be sent in as samples?

**A9.** Please refer to Special Provisions Section 14.4.c.i-iv of the RFP.

**Q10.** Do ancillary materials need to be submitted with the other samples?

**A10.** Yes, please submit ancillary materials at the time of proposal submission. Refer to Special Provisions Section 14.4.c.iv.

**Q11.** Do we only need to submit the student textbook?

**A11.** No. All materials, including student, teacher and other ancillary materials, need to be provided with your proposal submission. Only things included in your original proposal submission can be considered during the evaluation process.

**Q12.** In our proposal, should Levels 1-3 be submitted separate from Level 4 and AP?

**A12.** Yes. Levels 1-3 are considered one submission. Levels 4, 5, AP Latin-Vergil, AP Language and AP Literature are each considered separate submissions.

**Q13.** Are there specific digital subscription lengths that are preferred?

**A13.** FCPS would like long, moderate and short options for digital subscription lengths. For example, 1 year, 3 years and 6 years would be a reasonable offering.

**Q14.** Do you want us to not submit information on the criteria in Attachment A Technical Requirements that do not have asterisks?

**A14.** Responses to those specific criteria are not required, but you are welcome to provide a response to them in your proposal if that information is available. Please provide as much information as possible to assist us in our evaluation.

**Q15.** We have had teachers ask for samples of certain textbooks, especially AP books. How should we respond?

**A15.** FCPS has created the response below to assist in these cases.

Fairfax County Public Schools (FCPS) has entered into the textbook adoption phase for the World Languages program and is currently soliciting proposals from the publisher community through a Request for Proposal. At this time, publishers are not permitted to share sample resources (student editions, teacher editions, ancillary materials) for any FCPS World Languages courses (Levels 1-5, AP) with FCPS teachers or staff.

**Q16.** Is there a potential for publishers to do presentations?

**A16.** Yes it is possible but this step has not been identified as a requirement at this time. The Contract Administrator, Tina Smith, will reach out to the selected publishers in the case that a presentation is requested.

**Q17.** Where can we go to see the solicitation documents online?

**A17.** The solicitation and addendums can be found at <http://www.fairfaxcounty.gov/solicitation/> until the RFP closing date.

**Q18.** Is AP Literature a separate course?

**A18.** Yes, it is a separate course. Only AP Spanish Literature is offered at this time.

**Q19.** Do textbooks for AP courses have to be “AP labeled” or can we submit a higher-ed book?

**A19.** College Board does not have criteria for designating recommended textbooks so the books submitted for AP courses will not have any particular designation and higher-ed books may be submitted for consideration.

**Q20.** How do Level 5 and AP courses differ?

**A20.** Level 5 mirrors the AP Language course but students taking Level 5 do not have to take the AP test and do not have the potential to receive college credit unless they elect to take the AP test and score accordingly.

**Q21.** If we would like to submit a book for Levels 4, 5 and AP, what do we submit?

**A21.** Please include one submission per the RFP instructions and label it for consideration for all of the appropriate levels.

**Q22.** Do you anticipate phasing in the new books?

**A22.** Yes.

**Q23.** Will these books be centrally- or school-purchased?

**A23.** The method of purchasing has not yet been decided but recently, textbooks have been centrally purchased. Books were school-purchased during the previous World Languages textbook adoption.

**Q24.** Does FCPS have any commitment to print vs. online formats?

**A24.** FCPS has an initiative toward online textbooks but access is not available for all students so multiple formats are preferred.

All other terms and conditions remain unchanged.



Patricia S. Wilkerson, CPPO  
Supervisor, Contract Administration

THIS ADDENDUM IS ACKNOWLEDGED AND IS CONSIDERED A PART OF THE SUBJECT  
REQUEST FOR PROPOSAL:

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Name of Firm

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(Signature)

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(Date)

**RETURN A SIGNED ORIGINAL AND COPIES AS REQUESTED IN THE SOLICITATION.**

*Note: SIGNATURE ON THIS ADDENDUM DOES NOT SUBSTITUTE FOR YOUR SIGNATURE ON  
THE ORIGINAL PROPOSAL DOCUMENT. THE ORIGINAL PROPOSAL DOCUMENT MUST BE  
SIGNED.*